



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

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1463 CHESTNUT GROVE ROAD
DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

December 19, 2006

MEMBERS PRESENT

Kenneth H. McMahon, Chairman
Marvin C. Sharp, Vice Chairman
Francis J. Dougherty
W. (Bill) Betts, Jr.
Kennard L. Pyle
Bob Ricker
Daniel W. Magee

Robert Newnam, Acting Director, State Fire School
Willard F. Preston, State Fire Marshal
E. David Bailey, BLS Medical Director
Sherry Lambertson, Administrative Specialist

GUESTS

Grover P. Ingle, Assistant State Fire Marshal
Richard R. Ward, Assistant State Fire Marshal
James L. Cubbage, Jr., D.V.F.A.
R.T. Leicht, SFMO
Diane Hainsworth, OEMS
John Rossiter, SFMO
Alan Robinson, D.V.F.A.

CALL TO ORDER

Chairman McMahon called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

REGULAR SESSION

APPROVAL OF DECEMBER 19, 2006 COMMISSION MEETING MINUTES

It was moved by Commissioner Pyle, and seconded by Vice Chairman Sharp that the minutes of the November 21, 2006 Commission meeting be approved as amended. Motion carried unanimously.

CALL FOR ADDITIONAL AGENDA ITEMS

Chairman McMahon called for additional agenda items. Commissioner Magee added 2007 Governor's Fire Safety Conference. It was moved by Vice Chairman Sharp, and seconded by Commissioner Pyle to approve the agenda as amended. Motion carried.

REPORT OF THE STATE FIRE MARSHAL

REGULAR SESSION

Agency's Activity for the month of November is as follows: investigations 52- (criminal 23- /accidental 27- undetermined 2-); arrests 6-; inspections 985- (health care 4-/deputy 150/tech services -335 "QAP-379"); complaints-33; plan reviews 332-; PRUF revenue collected (November) \$133,369 year to date \$887,438; total overtime hours worked 236.5-; time off in hours (Deputies) 910.5 (vacation 180.0- /compensatory leave 56.5- /sick leave 139.0- /holiday 535.0- /compassionate 0.0)

Personnel Issues

Fire Marshal Preston reported that he received a resignation letter from Crystal Beach, resigning as of December 4, 2006. She has taken a position with the United States Air Force. She will be missed and will remain on part-time status until a replacement is found.

A Cert list has been received for the Juvenile Intervention Specialist. Interviews will take place in early January. Fire Marshal Preston expects to have a name for the Commission by March. This position requires a background investigation and psychological evaluation.

INFORMATIONAL ITEMS

DFIRS Update

Fire Marshal Preston reported that issues are being worked out with a few of the departments on the DFIRS program. The majority of the problems are computer or personnel. Crystal Beach continues to work on these concerns.

The following fire companies are delinquent in DFIRS requirements.

- **New Castle County**

Belvedere	January – September Partial entry Feb, July, and August incidents
Christiana	June - October
Five Points	October
Holloway Terrace	October
Talleyville	September & October

- **Kent County**

Harrington	July – September
Houston	July - October
Little Creek	June – October
Magnolia	June
Marydel	June – October
South Bowers	October

- **Sussex County**

Dagsboro	October
Delmar	July – October
Laurel	October
Memorial	May – October
Milton	October

Hardwired Smoke Detectors

The commissioner's were given a Hardwired Smoke Detector Program update. Current figures show Hard Wire Smoke Detectors are in 495 homes, 1290 detectors and at a cost of \$323,487.00. Bob Borkowski is doing a good job recruiting referrals.

False Fire Alarms

Fire Marshal Preston stated that more companies are reporting false fire alarms, but they are receiving less reports. The false fire alarm program is working for the departments that are reporting. A study will be done to determine the effectiveness of the program.

Lowe's Carbon Monoxide Detector Program

Fire Marshal Preston was contacted by Lowe's and they donated fifty-six carbon monoxide detector's to be dispersed within the communities.

Fire Death

Fire Marshal Preston reported on a fire death that occurred in Middletown on December 12, 2006. Smoke Detectors were in the home, but it is not sure at this time if they were working. This is the 14th fire death of 2006.

Fire Safe Cigarette Legislation

Representative Biff Lee plans to introduce the fire safe cigarette legislation in January. Delaware legislation reflects the same as in other states that it has been adopted.

Livable Delaware

R. T. Leicht and John Rossiter will work together on projects. Fire Marshal Preston has some concerns with the Livable Delaware project.

Fire Death Sign – Kent County

Fire Marshal Preston requested the assistance of the Fire Commission to have the fire death sign in Frederica, Delaware replaced. It was destroyed in an automobile accident and has never been replaced. This sign was in a good location for the public to view.

Fire Prevention and Safety Grant

Fire Marshal Preston met with the state grant writer and she has agreed to pursue some of the fire intervention and safety grants. The Fire Marshal Office is looking into some grants for the juvenile prevention program as well as the arson awareness program.

ACTION ITEMS

No report at this time.

FIRE MARSHAL/FIRE SCHOOL

No report at this time.

MISCELLANEOUS

No report at this time.

REPORT OF THE FIRE SCHOOL DIRECTOR

INFORMATIONAL ITEMS

Director

Acting Director Newnam attended the SERC Planning and Training committee Meeting on November 29, 2006.

The Fire School will assist reaching fire companies by participating in the C/D Fire Safety program give-a-way.

A round table session discussing the Dow Riechhold Chemical incident will be coordinated in January.

Acting Director Newnam reviewed the long-range plan. It will be updated on a monthly basis and the status information will be added to the notes.

All instructors teaching for the Delaware State Fire School will wear the approved Uniform including badge.

A smoking area has been designated outside at the back door of the Sussex Division.

Acting Director Newnam reported that the DVFA Awards program went very well this year.

Acting Director Newnam attended a meeting on a new rescue product called, "Bailout Buddy". It is still in the development stage. The Fire School has agreed to serve as a test location.

Director cont.

Acting Director Newnam met with Sandy Hypes of OEMS on a joint project between the school and EMS office.

Student records verification is currently a priority at the Fire School. All office staff will stop working on the alphabetical listing and will be assigned a fire department by the Administrative Officer. Requests received from fire departments will take priority and all office staff will work on that one department together to complete the verification process. At the same time, the Administrative Officer will print a list of company membership. A memo will be drafted thru the Director and sent to all departments requesting them to verify the members on their list so we may update our student record affiliations. The list will be requested to be returned by January 15, 2007. Once list is returned, member records will be verified by DSFS. Fire department training record requests after January 15, 2007 will not be honored until their list is returned. If a student record has no activity after 1985, the training record will not be updated. If a student record has no classes on the transcript, the record shall be deleted. The time frame for completion of fire department requests shall take three weeks. The fire departments shall be notified as such. Individuals requesting their training records will also be verified before they are released to them. The time frame to complete these requests shall take no more than three days.

An Instructor Equipment Policy has been implemented. All DSFS instructors shall be responsible for equipment assigned to an instructor for teaching or presentation purposes.

Acting Director Newnam met with the Fire Advisory Committee and will provide regular updates to the Commission.

Acting Director Newnam approved the DVFA Ladies to store a file cabinet in storage building.

Acting Director Newnam requested to have DSFS videoconference programs at Firehouses. This has been placed on the project list for review.

Acting Director Newnam attended the SERC meeting of December 13, 2006.

Staff Activities

A Vehicle Rescue Instructors class has been scheduled for February 3, 2007.

Sussex County Rescue Class was cancelled due to lack of students. It will be rescheduled for the spring.

Staff Activities cont.

An update has been made to the protocol exam.

Information on ReCERTs has been sent out to the stations.

Mike Lowe is scheduled to attend All-Ways Fire Safe at Home Conference January 10-12, 2007 in Washington, DC.

American Heart Association Course Numbers – 315 classes with 3,196 students.

DSFS is promoting fire safety programs in newsletters with the Department of Education and Daycare Providers.

Programs/Courses

Acting Director Newnam has instructed his staff, when faxing class forms to stations announcing a class is full, to list those students not accepted.

Certification Testing was conducted on December 2, 2006.

- Firefighter I/II – 9 tested, 4 passed – 5 failed practical
- Firefighter II – 2 tested and passed
- Fire Officer II – 4 tested and 1 passed

Seven students dropped from EMT-B class in New Castle because of grades.

New rescue tool has been placed in service.

New air bags have been ordered for the rescue program.

We will be updating the PA system in room 5 A-B at the school.

The training trailer has been on the road 26 out of the past 40 weeks in 2006. It will be at the school for routine repairs, scheduled for return to duty April 2007.

The Risk Watch Monthly Activity report and Strategic Plan was submitted to the commission.

Maintenance Issues/Projects

A new truck prop will be installed on January 3, 2007.

The school has requested a bid on the replacement of the cracking tower on the Liquid's Pad.

Room 4B will be painted, phone re-hung and VCR upgraded.

SCBA units are being placed into service.

The phone system will receive a booster for cell phone calls in the building. A contract has been signed to purchase the equipment.

Five lap top computers have been ordered to complete the upgrade to the Instructor kits.

Financial

Account balances are normal for the end of the Fall Training season. Past due statements are normal with the majority 30 days past due Industrial Clients. This is normal for these clients. There are no 90 days past due and one account past 120 days, which is a student.

A copy of the Fire School Expenditure Report was submitted to the commission for review.

REPORT OF DEPUTY ATTORNEY GENERAL

Deputy Attorney General Hanley drafted a bill to have criminal history on fire company members. It was agreed to meet with several legislators involved and work out details.

It was moved by Commissioner Magee, and seconded by Commissioner Ricker to enter into Executive Session for personnel issues. Motion carried. The Commission entered Executive Session at 10:32 a.m.

EXECUTIVE SESSION

It was moved by Vice Chairman Sharp, and seconded by Commissioner Pyle to go out of Executive Session. Motion carried. The Commission exited the executive Session at 10:57 a.m.

REGULAR SESSION

It was moved by Vice Chairman Sharp, and seconded by Commissioner Betts to enter into Executive Session for personnel issues. Motion carried. The Commission entered Executive Session at 11:11 a.m.

EXECUTIVE SESSION

It was moved by Vice Chairman Sharp, and seconded by Commissioner Magee to go out of Executive Session. Motion carried. The Commission exited the executive Session at 11:32 a.m.

REGULAR SESSION

ACTION ITEM

Personnel

It was moved by Commissioner Pyle, and seconded by Commissioner Betts to authorize Fire Marshal Preston to promote John Rudd to a Fire Protection Specialist III. Motion carried. Commissioner Dougherty recused himself from the vote.

It was moved by Commissioner Betts, seconded by Commissioner Pyle to authorize Fire Marshal Preston to advertise for a vacant Fire Protection Specialist I position for New Castle County. Motion carried. Commissioner Dougherty recused himself from the vote.

It was moved by Commissioner Betts, and seconded by Commissioner Pyle to authorize Fire Marshal Preston to hire Florence Emerson as an Administrative Specialist I for New Castle County. Motion carried. Commissioner Dougherty recused himself from the vote.

It was moved by Commissioner Betts, seconded by Vice Chairman Sharp to authorize Fire Marshal Preston to interview for the positions of Fire Protection Specialist I and Telecommunication II. Motion carried.

Governor's Fire Safety Conference

Commissioner Magee suggested including an award for the private enterprise/industry for the 2007 Governor's Fire Safety Conference. Everyone agreed that this is a great idea.

BLS Medical Director

It was moved by Vice Chairman Sharp, and seconded by Commissioner Magee to regretfully accept the resignation of Dr. David E. Bailey, BLS Medical Director. His years of service have been appreciated. Motion carried.

Discussion on Certification of Fire Districts

It was moved by Vice Chairman Sharp, and seconded by Commissioner Magee to forward all three dispatch centers (dispatch) maps to all sixty (60) fire companies. These are the boundaries that will be certified by March 20, 2007. Motion carried.

It was moved by Vice Chairman Sharp, and seconded by Commissioner Betts to enter into Executive Session for personnel issues. Motion carried. The Commission entered Executive Session at 2:13 p.m.

EXECUTIVE SESSION

It was moved by Commissioner Pyle, and seconded by Commissioner Betts to go out of Executive Session. Motion carried. The Commission exited the executive Session at 2:38 p.m.

REGULAR SESSION

ACTION ITEM

Personnel

It was moved by Vice Chairman Sharp, seconded by Commissioner Pyle to authorize Director Newnam of the Fire School to hire Jay Reynolds and Bill Walton as Training/Education Administrator I. Motion carried. Commissioner Ricker recused himself from the vote.

It was moved by Commissioner Betts, and seconded by Commissioner Ricker to enter into Executive Session for personnel issues. Motion carried. The Commission entered Executive Session at 2:41 p.m.

EXECUTIVE SESSION

It was moved by Commissioner Betts, and seconded by Commissioner Pyle to go out of Executive Session. Motion carried. The Commission exited the executive Session at 3:01 p.m.

ACTION ITEM

Personnel

It was moved by Commissioner Ricker, and seconded by Commissioner Pyle to appoint Robert P. Newnam as Director of the Delaware State Fire School. Motion carried with one opposing vote.

Robert (Biff) Newnam was offered and accepted the job of Director of the Delaware State Fire School.

It was moved by Commissioner Magee, and seconded by Commissioner Betts to enter into Executive Session for personnel issues. Motion carried. The Commission entered Executive Session at 3:12 p.m.

EXECUTIVE SESSION

It was moved by Commissioner Magee, and seconded by Commissioner Betts to go out of Executive Session. Motion carried. The Commission exited the executive Session at 3:13 p.m.

ACTION ITEM

Personnel

It was moved by Commissioner Magee, and seconded by Commissioner Betts to authorize Director Newnam to hire Jim King for the vacant Training/Education Administrator I position. Motion carried.

REGULAR SESSION

GENERAL INFORMATION

No report at this time.

CORRESPONDENCE

No report at this time.

MISCELLANEOUS INFORMATION

No report at this time.

REPORT OF THE COMMISSIONERS

Chairman Kenneth H. McMahon

Chairman McMahon reported that he attended the Monthly Fire Prevention Commission Meeting, Meeting at State Fire Marshal Office, New Castle Chief's Meeting, Meeting at Fire School, New Castle Fireman's Meeting, M.I.S.C. Meeting, and New Castle/DVFA Town Meeting.

Commissioner Francis J. Dougherty

Commissioner Dougherty reported that he attended the Monthly Fire Prevention Commission Meeting, Brandywine Hundred Fire Company Meeting, New Castle Chief's Meeting, Fire Marshal Interviews in Dover and New Castle County Firemen's Association Meeting.

Commissioner Bob Ricker

Commissioner Ricker reported that he attended the Monthly Fire Prevention Commission Meeting, Meeting with Representative Ennis, Meeting with DVFA in Georgetown, DVFA Executive Meeting, DSFS Interviews, Representative Booth Christmas Party, and Georgetown Fire Dept. Christmas Dinner.

Commissioner Kennard Pyle

Commissioner Pyle reported that he attended the Monthly Fire Prevention Commission Meeting, Board of Directors Meeting at Station 24 Odessa, Meeting with Representative Bruce Ennis, DEMSOC Meeting, DVFA Executive Meeting, Odessa Company Meeting, Appreciation Dinner for State Chief's President Tucker Dempsey, Fire School Interviews, BLS Funding Committee Meeting at Kent Center and Fire Prevention Commission Luncheon.

Commissioner Bill Betts

Commissioner Betts reported that he attended the Monthly Fire Prevention Commission Meeting, SERC Meeting, Kent County Chief's Meeting, Wilmington Housing, Fire School Interviews, and Sussex Chief's Meeting.

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DATE OF NEXT MEETING

January 16, 2007
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

ADJOURNMENT

It was moved by Vice Chairman Sharp, and seconded by Commissioner Betts that the meeting be adjourned. Motion carried. The meeting was adjourned at 3:14 p.m.

Respectfully submitted,

Sherry R. Lambertson
Administrative Specialist

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